

# BUDGET & PERSONNEL COMMITTEE MEETING

## A G E N D A

TOWN OF CHINCOTEAGUE

October 12, 2010 - 6:00 P.M. – Council Chambers – Municipal Center

CALL TO ORDER

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADOPTION

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1. Review of a Job descriptions for the Public Transportation Director, Bus Operator, and Trolley Dispatch positions and Organizational Chart
  2. Review of a Draft of the Personnel Policy Handbook  
(*Please bring your handbooks from the previous meeting*)
  3. Committee Member Comments

ADJOURN

# DIRECTOR OF PUBLIC TRANSPORTATION

Part Time Position

(Annual Salary \$9,000 - \$14,000)

## **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex professional and difficult administrative work overseeing the trolley system: does related work as required. Work is performed under general supervision. Supervision is exercised over all trolley personnel.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arm's length, operation of machine, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

## **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, organizing and directing the public transportation system, responsible making sure all maintenance and repair of trolley system records are kept up; keeping up with RTAP changes; coordinating work with other departments and Town Manager; maintaining records and files; preparing reports.**

Plans, organizes, directs and coordinates the activities of all Public Transportation;

Plans, schedules and manages department's workload;

Ensures projects comply with town standards; ensures quality control of projects;

Designs projects; prepares bid specifications and bid package for support service contracts;

Ensures project comply with specifications;

Purchases materials and supplies for the department;

Prepares a variety of correspondence concerning department operations: enforcement of town policies, inter-agency communications, civic groups and other individuals or agencies;

Participates in the selection of private contractors for services;

Makes field inspections of public transportation projects to ascertain status; maintains quality control;

Establishes operating policies and procedures;

Monitor progress on public transportation projects and other capital improvements; Provide technical and administrative support to committees;

Handles correspondence, prepares a wide variety of reports on department activities as requested;

Recommends operational changes to the Town Manager;

Evaluates employee performance; takes disciplinary action; hires employees for department, subject to Town Manager's approval; Direct Department during Town wide emergencies such as hurricane and floods;

Receives citizen inquiries or complaints and handles appropriately;

Prepares department budgets and monitor their expenditures;

Performs related tasks as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the practices of public transportation, comprehensive knowledge of municipal public transportation planning; ability to review and analyze public transportation: ability to formulate comprehensive operational policies and procedures: ability to prepare technical reports: ability to supervise the work of staff; ability to establish and maintain effective working relationships with Town officials, other public officials, associates, State and Federal agencies, and the general public; Skill in the operation of standard office and word processing equipment (Excel and Word).

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and extensive experience in a responsible position in the supervision of people.

## **SPECIAL REQUIREMENTS:**

Possession of a driver's license valid in the Commonwealth of Virginia.

## **Bus Operator Job Description**

### **Part-Time (\$10.00 - \$12.50)**

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Under the guidance of the Transit Manager, the Bus Operator will operate a public transit vehicle in a safe and efficient manner. Bus Operators will operate a public transit vehicle over designated fixed routes or as otherwise directed. Bus operators pick up and drop off passengers at bus stops or hub locations in accordance to time schedules. Operators are responsible for the safety of passengers in compliance with applicable policies, rules and motor vehicle regulations. This position reports to the Director of Transportation.

This is heavy work requiring the exertion of Wheelchairs (electric, empty): up to 300 lbs., push pull, *Occasional*; Manual lifting of ramp: 50 lbs. Offeree required with two hands when lifting the ramp, waist to shoulder, *minimal*; Manual lowering of ramp: 50 lbs. Offeree required with two hands when lowering the ramp, 79" to waist, *minimal*; Manual operation of a wheel chair lift, *Minimal*; work requires climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications; Ability to understand both written and oral instructions, and/or to make fine distinctions in sound; visual acuity is required for use of measuring devices, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, and hazards

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Provide satisfactory service to passenger. Promote positive passenger relations to all passengers including those passengers requiring special needs.
- Ensure vehicle safety by thoroughly conducting pre-trip inspections for vehicle readiness.
- Operate a transit vehicle in a safe and efficient manner in compliance with all Federal, State and local rules and regulations
- Adhere to designated route(s) on designated schedule(s) according to operational requirements
- Safely pick-up and discharge passengers; collecting fares and accurately count passengers.
- Submit daily reports, and record and report mechanical problems.
- Politely answer passenger questions concerning schedules and routes.
- May be required to safely operate a wheelchair lift and passenger restraint devices for disabled passengers
- Required to complete pre-trip, post-accident and incident reporting forms
- Must maintain a clean vehicle and/or report unclean and/or unsafe vehicle related items
- knowledge test maintain a neat appearance, report to work in uniform with closed toe shoes
- Must have the ability to communicate through a two-way radio communication system.
- Ability to perform duties, also, as defined in the Trolley Dispatcher/ Scheduler Job Description.
- Bus drivers must be alert to prevent accidents. The person will be required to work independently and report any unusual route or service issues in a timely manner.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to obtain a CDL permit with a passenger endorsement. To qualify for a CDL, employees must pass a DMV on rules and regulations within 30 days of hire date and pass a DMV road test within probationary period in order to perform their essential job functions. Drivers must have strong customer service skills. All drivers must be able to read and speak and understand the English language.

#### **EDUCATION AND EXPERIENCE:**

A high school education is required as a minimum. Other combinations of experience and education that meet the minimum qualifications may be substituted. Must be able to obtain a Commercial Driver's License with a passenger endorsement and drive a Trolley Bus.

#### **SPECIAL REQUIREMENTS:**

Federal Motor Carrier Safety Regulations require drivers to be at least 21 years old and to pass a physical examination once every 2 years. Drivers may not use any controlled substances, unless prescribed and permitted to drive by a licensed physician. Persons with epilepsy or with diabetes controlled by insulin are not permitted to be bus drivers. Drivers will be tested for alcohol and drug use as a condition of employment and submit to periodic random tests. Drivers must also pass a criminal background investigation as a condition of employment.

## **TROLLEY DISPATCHER/SCHEDULER**

**Part-time (\$9.00 - \$11.50)**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

This is a full-time position that will ensure operational effectiveness of a transit system by coordinating the daily schedules involving bus operators to cover various bus shifts. Work includes operation of two-way radios, dispatching drivers and vehicles, answer telephone and process customer service and clerical skills. Dispatchers are responsible for relieving drivers for routine breaks. This position reports to the Director of Transportation.

This is heavy work requiring the exertion of Wheelchairs (electric, empty): up to 300 lbs., push pull, *Occasional*; Manual lifting of ramp: 50 lbs. Of force required with two hands when lifting the ramp, waist to shoulder, *minimal*; Manual lowering of ramp: 50 lbs. Of force required with two hands when lowering the ramp, 79" to waist, *minimal*; Manual operation of a wheel chair lift, *Minimal* ; work requires climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for use of measuring devices, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and wearing a respirator.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Operates base radio and maintains radio contact with drivers or other fixed station units;
- Transmits messages and ensures accurate receipt and understanding;
- Receives telephone calls from the public and relays information to the appropriate persons.
- Receives radio calls from drivers, transmits messages via radio or telephone, to appropriate persons;
- Reports necessary information to the Transit Management concerning passenger or driver issues;
- Logs information relating to calls received over the telephone or transmitted by radio;
- Files data and performs other routine clerical tasks;
- Enters and updates information on a computer or log using standard office programs;
- Demonstrates continuous effort to improve operations, customer service and maintain schedules.
- Use remote phone and radio while dispatching to deliver brochures to various determined locations.
- Use telephone to call business and sell trolley tokens.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Experience in the operation of two-way radios and/or telephone equipment, including some experience in general clerical work; must have computer experience, organizational skills, and the ability to multi-task while handling shifting priorities. Must be able to communicate and work effectively with coworkers, passengers, supervisors and all levels of the organization.

### **EDUCATION AND EXPERIENCE:**

A high school education is required as a minimum. Other combinations of experience and education that meet the minimum qualifications may be substituted. Must be able to obtain a Commercial Driver's License with a passenger endorsement and drive a Trolley Bus as necessary to ensure all services are covered.

### **SPECIAL REQUIREMENTS:**

Possession of a valid Virginia driver's license. Must be able to pass a required physical and be able to operate a handicap lift and secure a wheel chair in a confined space.